

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE	PAGE OF PAGES
2. AMENDMENT/MODIFICATION NO. PR-HQ-07-10525/0001		3. EFFECTIVE DATE 07/25/07	4. REQUISITION/PURCHASE REQ. NO. PR-HQ-07-10525
6. ISSUED BY Environmental Protection Agency Bid and Proposal Room, Ariel Rios Building (3802R) 1200 Pennsylvania Avenue, N.W. Washington, DC 20460		7. ADMINISTERED BY (If other than item 6) Not Applicable.	5. PROJECT NO. (If applicable)
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) To All Offerors/Bidders.		(✓)	9A. AMENDMENT OF SOLICITATION NO. PR-HQ-07-10525
		✓	9B. DATED (SEE ITEM 11) 06/29/07
			10A. MODIFICATION OF CONTRACT/ORDER NO.
			10B. DATED (SEE ITEM 13)
CODE	FACILITY CODE		

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☒ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☒ is extended, ☐ is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning 1 copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)**13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

(✓)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☐ is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

The purpose of this amendment is to:

- 1) extend the due date for receipt of SF330/Proposals from July 30, 2007 to August 3, 2007, 3:00 PM EST;
- 2) to respond to the potential offeror's questions;
- 3) revise Section M Evaluation Factors for Award provision;
- 4) remove Section I clause I.9 Competition in Subcontracting (FAR 52.244-5) (DEC 1996) and replace it with Competition in Subcontracting (FAR 52.244-5) (APR 1984);
- 5) revise Attachment 3, SF330/Proposal Instructions; and
- 6) to clarify EPA's response to Question #5 of SET 3 Questions and Answer for Final RFP posted on July 20, 2007.

Although the changes appear in red (except for deletions), offerors are still responsible for all changes to the RFP.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) BENITA C. JACKSON	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA (Signature of Contracting Officer)	16C. DATE SIGNED

NSN 7540-01-152-8070
PREVIOUS EDITION UNUSABLE

30-105

STANDARD FORM 30 (REV 10-83)
Prescribed by GSA
FAR (48 CFR) 52.243

AMENDMENTS TO THE SOLICITATION

1. The Section I clause entitled "COMPETITION IN SUBCONTRACTING (FAR 52.244-5) (DEC 1996)" has been deleted.

2. The Section I clause entitled "COMPETITION IN SUBCONTRACTING (FAR 52.244-5) (APR 1984) DEVIATION" has been added. The text is as follows:

The Contractor shall select subcontractors (including suppliers) on a competitive basis to the maximum practical extent consistent with the objectives and requirements of the contract. If the subcontract is awarded under the Mentor-Protege Program and is \$1,000,000 or less, competition is not required.

3. The Section M clause entitled "EVALUATION FACTORS FOR AWARD (EPAAR 1552.215-71) (AUG 1999)" has been modified. The text is as follows:

(a) The Government will make award to the responsible offeror(s) whose offer conforms to the solicitation and is most advantageous to the Government cost or other factors considered. For this solicitation, all evaluation factors other than cost or price when combined are significantly more important than cost or price. This award will be made under the Brooks Act in accordance with FAR part 36.

(b) Evaluation factors and significant subfactors to determine quality of product or service:

1. **Professional Qualifications** (as presented in sections E, G, H, and Part II of firms' SF 330's)

Management Personnel:

- Education - level and focus of degrees or programs completed that affect the firm's ability to successfully perform the statement of work
- Technical, management, and financial experience and skills-- breadth, depth, and recentness of relevant experience that affect the firm's ability to successfully perform the statement of work
- Certifications and professional Licenses from accredited institutions e.g PE, JD, PG etc

Technical Personnel:

- Education - - level and focus of degrees or programs completed that affect the firm's ability to successfully perform the statement of work
- Technical and management experience --breadth, depth, and recentness of relevant experience - that affect the firm's ability to successfully perform the statement of work
- Certifications or licenses in the proposed statement of work areas that affect the firm's ability to successfully perform the statement of work

2. **Past Performance** (as addressed by past performance references; Attachment 4). EPA is not limited to the past performance references submitted by the offeror. EPA may seek information for this criterion from the offeror's clients it identifies through other means. Superfund NPL projects will carry higher weight than other area.

Reported levels of performance on previous similar projects in the areas of:

- Quality of service,
- Timeliness,
- Cost control, and
- Business Relations

3. **Technical and Management Experience and Competence** (as presented in sections E, F, G, H and Part II of firms' SF 330S; plus short-listed firms' oral presentations [See Attachment 3 for definition of "short-listed."]).

- Expertise and competence with CERCLA, other applicable or relevant requirements, and EPA guidance and policy pertaining to the various elements of the statement of work.
- Expertise and competence responding to changed site conditions.
- Expertise and competence in design and implementation of complex ecological/human health risk assessments in accordance with Superfund and recent Agency guidance.
- Expertise and competence in land re-use projects involving contaminated properties.
- Knowledge of unique regional attributes, such as socioeconomic, environmental, and intimate understanding of local, State and regional regulatory requirements. etc.
- Expertise and competence in developing innovative technical and management approaches, tools and technologies that minimize costs and streamline schedules.
- Expertise and competence in coordinating multiple stakeholders on various projects within Region 2 EPA and elsewhere.
- Expertise and competence in successful management techniques and approaches.

4. **Capacity to Accomplish the Work in the Required Time** (as presented in Section D, H and Part II of firms' SF 330's; Additional Attachments 1 and 2; and short-listed firms' oral presentations.)

- Taking into consideration current and projected workload commitments; the firm's ability to provide available, experienced and fully trained personnel at the skill levels, disciplines, and quantities; and the firm's ability to provide essential resources, including equipment, to perform the stated volume of work.

5. Location: Ability to maintain appropriate office and staff presence in Region 2. (As presented in Additional Attachments 1 and 2)

Response Scenario/Oral Presentations (For short-listed firms only-as presented in firms' oral presentations.)

Understanding of CERCLA, other applicable or relevant and appropriate requirements, and EPA guidance and policy pertaining to the various elements of the response scenario.

The table below outlines which evaluation criteria will be used for the various SF 330 sections and which sections are covered by the specific criteria.

	1. Professional Qualifications	2. Past Performance	3. Technical/ Management	4. Capacity	5. Location
D				X	
E	X		X		
F			X		
G	X		X		
H	X		X	X	
Part II	X		X	X	
Attachment 1				X	X
Attachment 2				X	X
Attachment 3			X		
Attachment 4 Past Performance Submissions		X			
Oral Presentations*			X	X	

* Oral presentations will be conducted with short-listed firms as defined in Attachment 3. Oral presentations does not get a separate score.

Additional Attachments to the SF/330:

Attachment 1: Number and Locations of Offices and Personnel by Discipline

Attachment 2: Resources Outside the Region

Attachment 3: Quality Management Plan

Attachment 4: Past Performance Submission

4. The attachment entitled "SF330/PROPOSAL INSTRUCTIONS" has been modified. The text is as follows:

SF330/PROPOSAL INSTRUCTIONS

General Proposal Instructions

For this procurement, EPA requires offerors to organize their information in the SF 330 and any additional documentation, as described below. EPA will evaluate offerors' SF 330s and additional documentation on the five evaluation

criteria listed in Section M of the RFP.

Offerors should submit eight hard-copies and one electronic copy (CD ROM) of their proposals. If documents are submitted utilizing Portable Document Format (PDF) offerors shall follow the conventions described under the accessibility guidelines which are described in the authoring tools section of Acrobat Reader. For more information on this guidance, please visit www.section508.gov.

Following EPA's review of the SF 330 and supporting documentation, EPA will develop a "short list" of the most highly rated firms. For the full and open (PR-HQ-07-10525) there will be a single short-list. For the two set-asides (PR-HQ-07-11352) there will be two (2) short lists; one for the 8(a) set-aside and one for the Service Disabled Veterans Owned Small Business (SDVOSB) set-aside. Short-listed firms will be referred to as "selected firms." Selected firms will be invited to participate in oral presentations. The specific details on the oral presentations will only be provided to the selected firms.

Oral presentations will address and augment evaluation criteria 3 and 4. No specific evaluation points are assigned to the oral presentations. Selected offerors should be aware that their overall scores depend on both written submissions and their oral presentations.

Following oral presentations the proposals will then be ranked with the most highly rated firm ranked first.

The source selection authority will make the final selection from among those firms. The final firm will then be asked to submit:

- Conflict of Interest Plan
- Representations and Certifications
- Cost Proposal
- Subcontracting Plan
- Mentor Protégé Application (optional participation)

Instructions for the preparation for each of these submissions will only be provided to the firm with whom EPA intends to conduct negotiations.

Specific Proposal Instructions

Complete the SF 330 in accordance with the instructions provided on the SF 330 and the additional instructions below. Provide only one complete submission (8 hard-copies and 1 electronic copy) per team.

For all SF330 sections, use no smaller than 10 point font. The one exception to this limitation is graphics. For graphics only, the font may be smaller than 10 pitch as long as it is "clearly readable." Section/tab dividers will not be counted in the page counts as long as they are only plain section/tab dividers. 11" x 17" foldouts can only be used for graphic and table information. A single-sided 11" x 17" page will count as 2 single-sided pages following the same margin format. When using the 11" x 17" pages, they must be folded to a 8 1/2" x 11" page size. Cover pages/transmittal letters are not required and will be counted towards the page limitations. When using SF330 forms, adhere to all margins presented in the forms except where noted in the additional instructions below.

These instructions provide page limitations in terms of single-sided pages. If offerors desire to print double-sided pages, they must halve the page

requirements. For example, if a section requires four single-sided pages, offerors may provide two double-sided pages instead.

Headers and footers that do not alter the margins are allowed for page numbers, logos, disclaimers, and other non-proposal/formatting functions.

If your firm chooses to propose as a joint venture, you must provide the joint venture point of contact for the EPA contract. Both joint venture partners are held responsible for contract performance. (As opposed to conventional prime-sub arrangements in which the prime contractor is responsible for all performance on the contract.)

Additional Instructions for Completion of SF330

Section C

Complete in accordance with the instructions provided on the SF 330 and these additional instructions: There is no limit to the number of team members that offerors may propose. Offerors may expand the form to accommodate all team members.

Section E

Complete in accordance with the SF 330 instructions and these additional instructions: EPA will accept resumes for key personnel only. Each resume is limited to two pages (single-sided). Page one is the Section E form page, which may be modified as follows: Offerors can expand Section 19 (relevant projects) to allow three rather than five projects. If that is done, a second page is allowed for up to two additional projects. The spacing for each project on page 2 shall be equivalent to the space allotted for each project on page 1.

For Section E, Part 19: Offerors shall follow the numbering and content of the Section E form. Offerors may use up to 2 pages for Section E and may expand it to fill those 2 pages as they feel appropriate. This means that each resume in Section E may use up to 2 pages.

Offerors shall submit, at a minimum, the information specified for the three required key personnel described in the RFP. Offerors are further encouraged to propose up to an additional 7 key personnel whom they may find appropriate and beneficial for this requirement. The maximum number of key personnel that offerors may propose is 10:3 required and 7 optional.

Section F

Complete in accordance with the SF 330 instructions. **Do not modify the form except as allowed in these instructions:**

Offerors shall follow the numbering and content of the Section F form. Offerors may use up to 2 pages for Section F and may expand it to fill the 2 pages as they feel appropriate. This means that each project in Section F may use up to 2 pages.

Offerors shall list up to 10 projects on which team members have worked. At least 5 of the listed projects shall have been performed by the Prime Contractor. Each project must have been similar in size and scope to this RFP's statement of work. Projects located within Region 2 or Superfund projects nationwide will be rated higher than other projects. Similarly,

dealings with local, state, regional and Federal agencies, within Region 2, will carry greater weight than other jurisdictions.

"Similar in size" means, for each project:

Full and Open Contracts

8(a) & SDVOB Contracts

RI/FS = range of at least \$1.5 million	same
RD = range of at least \$0.5 million	same
RA = range of \$5 million - \$50 million and up	\$one million and higher

"Similar in scope" means projects focusing on these work areas: enforcement/oversight, remedial investigation/feasibility study; or remedial design/remedial action.

All projects submitted must be either

- (a) completed within the last 3 years, or;
- (b) ongoing and in existence for at least 6 months, and at least 25% complete.

For the 8(a) set-aside and Service Disabled Veterans Owned Business solicitation, at least 5 of the submitted projects should be work done by the prime contractor. The time range may include close-out of the individual projects.

Offerors may, if they desire, describe any quality awards or certifications that indicate they possess a high-quality process for developing and producing the product or service required. Such awards or certifications include, for example, the Malcolm Baldrige quality award, other government quality awards, and private sector awards or certifications. Identify the segment of the company which received the award or certification. Describe when the award or certification was bestowed. If the award or certification is over three years old, present evidence that the qualifications still apply. Discussion of quality awards should be included as part of the narrative of Section F. Awards at the corporate level will be evaluated as to the vendor's general experience and general competence, and awards on relevant projects will be evaluated as to the vendor's specialized experience and specialized technical competence.

Section G

Complete in accordance with the SF 330 instructions and these additional instructions:

Complete only for key personnel.

Offerors shall extend Block 28 to allow for up to 10 projects.

Section H

Complete in accordance with the SF 330 instructions and these additional instructions:

Offerors shall discuss their team's management approach and ability and ability to maintain staff in the region as described in the evaluation criteria. The narrative shall be limited to 8 (single sided) pages, 8 ½" x 11", with no less than 1/2" margins (top, bottom, left, right), and no less than 10 point font size. The submission may contain text, pictures, overheads, charts and graphs. Any charts, graphics, tables, et cetera, if provided, are

included within the 8 (single-sided) pages.

Additional Attachments

1. Offerors shall include a separate attachment to the SF 330 describing the (a) number, (b) location of offices currently in the region and (c) the number of personnel by discipline located in the region. There is no page limitation to this attachment; however, offerors are strictly limited to the content described in (a) - (c) only. This information will be considered in evaluation factors 4 and 5.

2. If the full statement of work cannot be performed by the firm's existing personnel and facilities located entirely within the region, the firm shall clearly demonstrate how resources outside of the region will be accessed over the period of performance of the contract. An attachment is allowed to discuss this issue. It is limited to four (single-sided) pages, 8 ½" x 11", with no less than 1/2" margins (top, bottom, left, right), and no less than 10 point font size. This will be considered in evaluation factors 4 and 5.

3. Offerors shall provide a Quality Management Plan outlining their commitment to meet the Quality Assurance requirements in this statement of work. This attachment is limited to four (single-sided) pages, 8 ½" x 11", with no less than 1/2" margins (top, bottom, left, right), and no less than 10 point font size. This will be considered in evaluation factor 3.

4. The offeror shall provide a detailed list of clients (including client point-of-contact and phone number) who are expected to submit a completed questionnaire as a part of the original proposal. This attachment is limited to single-sided pages, 8 ½" x 11", with no less than 1/2" margins (top, bottom, left, right), and no less than 10 point font size. This will be considered in evaluation factor 2.

5. The attachment entitled "QUESTIONS AND ANSWERS" has been added. The text is as follows:

QUESTIONS AND ANSWERS FOR FINAL RFP SET 1 POSTED ON JULY 3, 2007

Applicable to PR-HQ-07-10525:

1. Attachment 3, SF330/PROPOSAL INSTRUCTIONS, page 3-2 of 5. The 4th bullet states that the Subcontracting Plan will be submitted by the final firm. Item L.14 on page L-9 says "As part of the initial offer, offerors shall submit a subcontracting plan as called for by FAR 52.219-9."

Are we to submit the Subcontracting Plan only if selected as one of the two final firms or with the original proposal?

Answer: You are correct. We will require only the final firms to submit their subcontracting plan. Although we are requesting the SF330's first, the four (4) items listed on page 3-2 of 5 are considered part of the initial offer.

NOTE: The subcontracting only applies to large business primes competing under the full and open solicitation.

Applicable to PR-HQ-07-10525 and PR-HQ-07-11352:

2. Attachment 3, SF330/PROPOSAL INSTRUCTIONS, page 3-3 of 5, Section E. There are 2

different instructions for Part 19 of the resumes. In the first paragraph, instructions say that 3 projects may be placed on page 1 and up to two projects on page 2 but the spacing for the page 2 projects must be the same as the projects on page 1. The second paragraph of instructions says "Offerors may use up to 2 pages for Section E and may expand it to fill those two pages as they feel appropriate. This means that each resume in Section E may use up to two pages".

The first set of instructions will result in about ½ page of blank space on page 2 of the resume. May we assume that resumes may be developed using the instructions in the second paragraph...."may expand it to fill those two pages as they feel appropriate."?

Answer: You are correct. You may expand it to fill those two pages as you feel appropriate.

3. Attachment 3, SF330/PROPOSAL INSTRUCTIONS, page 3-4 of 5, Section F. There are 2 different instructions for the length of the project summaries. The second paragraph says "...each project in Section F may use up to two pages." The last paragraph on that page says "Offerors shall use one Section F form (single-sided) per project. Use the Section F for as provided in the SF330. Do not modify the form except as provided in these instructions." May we assume that the former set of instructions is correct, up to two pages per project?

Answer: Yes, you are allowed two (2) pages per project. We will amend the RFP to read as follows; "Offerors shall use one (1) Section F form per project as provided in the SF330 and may be expanded up to 2 pages per project. Do not modify these for except as allowed in these instructions".

QUESTIONS AND ANSWERS FOR FINAL RFP SET 2 POSTED ON JULY 6, 2007

Applicable to PR-HQ-07-10525 and PR-HQ-07-11352:

1. I wanted to confirm that the EPA website information that posted the Final RFP for RAC 2 Region 2 PR-HQ-07-10525 and PR-HQ-07-11352 is officially issuing the RFP. The reason for my question is that the website also indicates that it would be posted on Fed Biz Opps, I was unable to find any posting there. I am assuming, however, that the EPA website posting is the official posting. Any clarification is appreciated.

Answer: Yes, it is the official RFP. It will be posted to FedBizOpps soon. All official posting, amendments, notifications, and questions/answers will be on the EPA website at:

<http://www.epa.gov/oamsrpod/pmrsc/rac2/R2.htm>

There will not be any further FedBizOpps notices/postings regarding changes to solicitation numbers PR-HQ-07-10525 and PR-HQ-07-11352. Offerors are responsible for checking the above website for any amendments and notifications.

QUESTIONS AND ANSWERS FOR FINAL RFP SET 3 POSTED ON JULY 20, 2007

Applicable to PR-HQ-07-10525 and PR-HQ-07-11352:

1. Section H.9(b), Mentor-Protégé Program, states "The Contractor shall submit an executed Mentor-Protégé agreement to the contracting officer, with a copy to the Small and Disadvantaged Business Utilization or the Small Business Specialist, within thirty (30) calendar days after the effective date of the contract." Section L.12, Procedures for Participation in the EPA Mentor-Protégé Program, provides instructions for preparation and submittal of the application.

Section L.12(g) says "The application will be evaluated on the extent to which the offeror's proposal addresses the items listed in paragraphs (e) and (f) of this section." Section L.12(h) says "If the offeror is determined to be in the competitive range, or is awarded a contract without discussions, the offeror will be advised by the contracting officer whether their application is approved or rejected."

Section M and the Special instructions do not mention any evaluation of the application. Are we to submit the Mentor-Protégé Application along with the Subcontracting Plan, Conflict of Interest Plan, Cost Proposal and Representations and Certifications, only if selected as one of the two final firms?

Answer: Answer is forthcoming.

2. In am writing for clarification regarding the following which is cited in EPA RAC Full and Open Solicitation PR-HQ-07-11352, under Attachment 3, SF330 Proposal Instructions under Section H.

Instructions state that "offerors shall discuss their team's management approach and ability to maintain staff in the region as described in the evaluation criteria. The narrative shall be limited to 8 single sided pages." Should this be interpreted to mean the team management approach is restricted to 8 pages or Section H in its entirety, excluding the additional attachments?

Answer: The 8 page limitation is applicable to the narrative of the team management approach and not to the Section H in its entirety. The additional SF330 attachments (Attachment 1: Number and Locations of Offices and Personnel by Discipline; Attachment 2: Resources Outside the Region; and Attachment 3: Quality Management Plan) are restricted to its respective stated limitations.

3. "Per Section L-8, (c), (1), specific information is requested for each contract submitted for past performance. We are creating a table with this information that would be provided in the proposal as an additional attachment. Is this an acceptable location for this information to be provided?"

Answer: The offeror shall provide a detailed list of clients (including client point-of-contact and phone number) who are expected to submit a completed questionnaire. This list of clients, Attachment 4, shall be a part of the original proposal.

We will amend the solicitation to add an additional attachment under the General Proposal Instructions that states:

4. The offeror shall provide a detailed list of clients (including client point-of-contact and phone number) who are expected to submit a completed questionnaire as a part of the original proposal. This attachment is limited to single-sided pages, 8 ½" x 11", with no less than 1/2" margins (top, bottom, left, right), and no less than 10 point font size. This will be considered in evaluation factor 2.

We will also amend the solicitation to add an additional attachment, Attachment 4: Past Performance Submission, under the Evaluation Factors for Award clause in Section M.

4. Under Attachment 3 - SF330/PROPOSAL INSTRUCTIONS, Please clarify if the offeror needs to submit Part II of the SF330 and whether there is a page limitation?

Answer: Part II of the SF330 is required and there is no set page limitation for this section of the SF 330.

5. Under L. 6 Past Performance, for the Past Performance Listing.

Offerors shall submit the information requested below as part of their proposal for both the offeror and any proposed subcontractors (b) Offerors shall submit a list of all or at least 3 contracts and subcontracts completed in the last 3 years, and all contracts and subcontracts currently in process, which are similar in nature to this requirement.

Does this mean that the Offeror (prime contractor) and subcontractors need to submit at least 3 contracts each under the past performance listing? Is there a limit on how many contracts/references can be submitted in total?

Answer (Changed - See SET 4, #3): The 3 contract minimum is applicable to both the prime and subcontractors (a minimum of 3 for the prime and a minimum of 3 for each proposed subcontractor). The maximum number of contracts for the prime is limited to no more than 5 contracts. Each subcontractor is limited to 3.

6. Under L. 6 Past Performance, for the Past Performance Listing. Does the offeror submit the listing as an Attachment to the SF330 submittal or do they submit the listing to the Contacting Officer prior to the submission deadline? What is the procedure for submitting our Past Performance Information Listing?

Answer: Please see the answer to Question #3 above for procedures for submitting past performance information. As stated in the Past Performance Information clause in Section L, (a) Offerors shall submit the information requested below as part of their proposal for both the offeror and proposed team subcontractors. The information may be submitted prior to other parts of the proposal in order to assist the Government in reducing the evaluation period...(g) Offerors must send Client Authorization Letters (see Section J of the solicitation) to each reference to assist in the timely processing of the past performance evaluation.

QUESTIONS AND ANSWERS FOR FINAL RFP SET 4 POSTED ON JULY 25, 2007

Applicable to PR-HQ-07-10525 and PR-HQ-07-11352:

1. Section H.9(b), Mentor-Protégé Program, states "The Contractor shall submit an executed Mentor-Protégé agreement to the contracting officer, with a copy to the Small and Disadvantaged Business Utilization or the Small Business Specialist, within thirty (30) calendar days after the effective date of the contract." Section L.12, Procedures for Participation in the EPA Mentor-Protégé Program, provides instructions for preparation and submittal of the application. Section L.12(g) says "The application will be evaluated on the extent to which the offeror's proposal addresses the items listed in paragraphs (e) and (f) of this section." Section L.12(h) says "If the offeror is determined to be in the competitive range, or is awarded a contract without discussions, the offeror will be advised by the contracting officer whether their application is approved or rejected."

Section M and the Special instructions do not mention any evaluation of the application. Are we to submit the Mentor-Protégé Application along with the Subcontracting Plan, Conflict of Interest Plan, Cost Proposal and Representations and Certifications, only if selected as one of the two final firms?

Answer: If an Offeror elects to participate in EPA's Mentor Protégé Program (MPP), a Mentor Protégé Application should only be submitted by the final firms. Small businesses can participate in the MPP as a mentor. We will amend the solicitation to add a fifth bullet under the General Proposal Instructions that states:

The final firm will then be asked to submit:

- Conflict of Interest (COI) Plan
- Representations and Certifications
- Cost Proposal
- Subcontracting Plan
- Mentor Protégé Application (optional participation)

Applications shall be submitted to Office of Small and Disadvantaged Business Utilization (OSDUB) at the same time as the submission date to the contracting officer. The due date for these documents will be shared with only the final firms.

2. Is there an Ombudsman appointed for this effort and/or Region 2, if so, may I have the contact information?

Answer: An Ombudsman has not been appointed for this effort. If there is any cause for complaint, please contact the contracting officer.

3. **Clarification to previous response:** Under L. 6 Past Performance, for the Past Performance Listing.

Offerors shall submit the information requested below as part of their proposal for both the offeror and any proposed subcontractors (b) Offerors shall submit a list of all or at least 3 contracts and subcontracts completed in the last 3 years, and all contracts and subcontracts currently in process, which are similar in nature to this requirement.

Does this mean that the Offeror (prime contractor) and subcontractors need to submit at least 3 contracts each under the past performance listing? Is there a limit on how many contracts/references can be submitted in total?

Answer (Clarification to SET 3; #5): In consideration of offerors whom the contracting officer has already begun to receive past performance questionnaires from, the Agency has decided to retract the response statement "The maximum number of contracts for the prime is limited to no more than 5 contracts. Each subcontractor is limited to 3." Therefore, there is no limit to the number of past performance questionnaires that can be submitted. The 3 contract minimum is applicable to both the prime and subcontractors (a minimum of 3 for the prime and a minimum of 3 for each proposed subcontractor).

4. **Clarification:** Deleted the following statement from the SF330/Proposal Instructions, Section F, "Offerors shall use one Section F form (single-sided) per project. Use the Section F form as provided in the SF330. Do not modify the form except as allowed in these instructions."
5. **Clarification to Question #2 from SET 3 of QUESTION AND ANSWERS FOR FINAL RFP:**

Section H Page Limitations (following page format stated in instructions):

- Management Approach Narrative; 8 pages
- Attachment 1: Number and Locations of Offices and Personnel by Discipline; no page limitation
- Attachment 2: Resources Outside the Region; 4 pages
- Attachment 3: Quality Management Plan; 4 pages
- Attachment 4: Past Performance Submission; no page limitation

Applicable to PR-HQ-07-11352:

6. Will orals be required for the Region 2 Remedial Action Contract (RAC2) SDVOSB (PR-HQ-07-11352) solicitation?

Answer: Orals presentation will not be required for the set aside procurement (PR-HQ-07-10525) but oral presentations will be required under the full and open procurement (PR-HQ-07-11352).

7. Will the Statement of Work (SOW) be rewritten to change scope for 8(a) and SDVOSB firms?

Answer: The SOW will not be changed. The full and open procurement and set aside procurement will require identical SOWs.

8. For the 8(a) pool, will our subcontractors be required to submit SF-330 Part II?

Answer: The SF-330 Part II is only required by the prime offeror.